

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay and Schmidt.**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 1, 2015 at 9:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

**ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Dale Schmidt, Sheriff; Patrick Schoebel, Medical Examiner; Bill Barnes, Nationwide Investment Representative**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Frohling to approve the minutes of the November 9, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Barnes distributed a handout regarding a proposed plan change to the Nationwide 457 Plan which eliminates the administration fees Nationwide charges the employee's account. Barnes explained that most employees will see a savings on their total investment due to the elimination of the administration fees and that the new plan utilizes Morningstar, a co-fiduciary, which selects, grades, and monitors mutual funds for Nationwide. Morningstar also will accept legal responsibilities that are currently held by the County. Barnes highlighted several municipalities that have transitioned to the new plan design. Barnes explained that employees will receive a 60-day notice from Nationwide and Barnes will be available to assist enrolled employees in the transition. Greshay suggested notices be sent to all employees. If approved, Barnes anticipates an effective of January or February 2016. Barnes answered questions from Committee members.

Motion by Greshay to switch to the Nationwide Freedom Pro+<sup>SM</sup> Plan, a no fee plan, and to send a notification to all employees regarding all Deferred Compensation 457 options available through the County. Second by Frohling. Motion carried.

Marsik postponed Discussion and Consideration regarding adding the County Administrator Position the Dodge County Labor Grade structure until the December 15, 2015 regular committee meeting when Patrick Glynn with Carlson and Dettmann is able to attend.

Sheriff Schmidt stated the hiring needs of the Sheriff's Office and explained the Civil Service process, which currently takes approximately four (4) months to start a new hire. Sheriff Schmidt informed the committee of his intent to change the Civil Services process and will be coming back

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with recommendations to the committee. Eske explained she has contacted other Counties and the responses are that the use of Civil Service varies widely. Sheriff Schmidt also expressed interest in pursuing agility and assessment testing. Eske explained that she and the Sheriff will be meeting in the near future to discuss the current Civil Service process. She stated that she will be adding this to a future meeting agenda.

Eske provided the Committee with a proposed 2016 Dodge County Non-Classified Management Wage Scale with recommendations regarding per diem rates for Deputy Medical Examiners. Schoebel explained the current per diem compensation. Schoebel proposed adding per diems for “Office” and “Meeting/Training”. He stated that the amount of the per diem for these will be at the same rate as Body View per diem. Eske clarified that in the past the Medical Examiner instructed the Deputies to use the Body View per diem as a way to pay the Deputies for office time and for meetings and trainings. She explained that this change will allow the Medical Examiner to better report the hours Deputies are working on each type of per diem and furthermore can report on the number of hours they work on each case. She stated that beginning with the first pay period of 2016 the Deputies will be entering the per diems and hours worked in Kronos.

Motion by Duchac to create two (2) new per diem types for “Office” and “Meeting/Training” at the Body View rate for Deputy Medical Examiners. Second by Schmidt. Motion carried.

Mielke updated the committee on preliminary discussions at the state-level regarding recommendations from Segal Consulting to the Group Insurance Board regarding self-funded insurance plans and the potential impact on local government. Frohling stated that this is an agenda item for the next Wisconsin Counties Association meeting. Frohling and Mielke indicated that the County will need to continue to monitor this as the State continues to research this issue.

Eske provided the Committee with an update on the Kronos conference she attended in Las Vegas. She stated the sessions were very informative covering HR topics including: performance management, talent acquisition, and technology trends (including recruitment). Eske indicated that she will be sharing the ideas with IT.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Correctional Officer – F.T.	Sheriff's Department
One (1) Traffic Patrol Officer – F.T.	Sheriff's Department
One (1) Jail Administrator – F.T.	Sheriff's Department
One (1) Social Worker I, II or Senior – CPS Investigator – Intake	Human Services & Health
One (1) Imaging Technician – Intern	Land Resources & Parks

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Schmitt. Motion carried.

Leave of Absence: None

The Committee reviewed the Salary, Wage, and Status changes as presented.

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**RECLASSIFICATION:** Susan M. Neumann, RN Case Manager – Mental Health, Human Services & Health, \$31.32, DC08, S11B, 11/16/2015. **STEP INCREASE:** Gordon D. Arneson, State Patrolman East, Highway Department, \$21.90, DC04, S12B, 11/20/2015; Cheryl N. Braun, Account Clerk II – Highway, Highway Department, \$18.09, DC04, ST04, 01/02/2016; Cindy L. Midtbo, Account Clerk II – Highway, Highway Department, \$21.18, DC04, S11A, 01/02/2016; Steven J. Unferth, County Patrolman East, Highway Department, \$22.61, DC04, S14A, 01/05/2016; Andrew J. Von Rueden, State Patrolman West, Highway Department, \$21.90, DC04, S12B, 12/17/2015; John G. Zehren, Equipment Operator East, Highway Department, \$23.10, DC05, S10A, 01/03/2016; Paula R. Justman, Legal Assistant – Traffic, District Attorney, \$19.52, DC04, ST7B, 11/02/2015; Shelby A. Brandsma, Family Court Counseling Director, Family Court Counseling, \$30.42, DC09, ST7A, 01/01/2016; Barbara N. Brandt, Judicial Assistant – Branch 4, Circuit Court, \$20.23, DC04, ST9A, 12/01/2015; Gina M. Steinke, Judicial Assistant – Branch 2/Family Court, Circuit Court/Family Court, \$19.04, DC04, ST06, 01/24/2016; Dustin R. Beck, Jail Supervisor, Sheriff's Department, \$28.74, DC08, ST7B, 01/03/2016; Kevin K. Schultz, Corporal – Jail, Sheriff's Department, \$26.66, DC06, S12A, 01/06/2016; Shawn M. Rogers, Deputy Secretary, Sheriff's Department, \$20.41, DC03, S14B, 11/13/2015; Michelle M. Kenning, Office Manager, Clerk of Courts, \$26.45, DC08, ST04, 01/01/2016; Melissa R. Abel, Psychiatric Therapist II – CSP, Human Services & Health, \$27.04, DC09, ST02, 01/05/2016; Doreen A. Goetsch, HS Supervisor – Long Term Support, Human Services & Health, \$32.24, DC10, ST06, 01/03/2016; Kristen M. Korth, Economic Support Aide, Human Services & Health, \$15.19, DC02, ST8A, 01/02/2016; Carol A. Schwab, WIC Project Director, Human Services & Health, \$30.62, DC08, S10B, 01/01/2016; Joseph M. Meagher, Emergency Management Deputy Director, Emergency Management, \$28.54, DC09, ST04, 01/25/2016; Anthony F. Jezyk, Maintenance Mechanic, Physical Facilities, \$21.24, DC05, ST06, 12/11/2015; Cheryl L. Sahr, Child Support Specialist II, Child Support, \$20.18, DC05, ST04, 01/17/2016; Sandra L. Evraets, HS Supervisor – Fiscal Support, Human Services & Health, \$30.04, DC09, ST06, 11/01/2015; Diane L. Coulter, ADR Specialist II, Human Services & Health, \$24.32, DC06, ST8A, 01/06/2016; Ryan D. LeClair, Psychiatric Therapist II – CSP, Human Services & Health, \$31.54, DC09, ST8B, 01/10/2016; Abigail K. Sauer, RN – Public Health, Human Services & Health, \$27.14, DC08, ST05, 11/05/2015; Rachel E. Davison, Legal Secretary I, Corporation Counsel, \$16.42, DC03, ST05, 01/28/2016; Paul A. Beeney, Maintenance Mechanic, Physical Facilities, \$21.77, DC05, ST7B, 01/08/2016; David L. Link, Maintenance Mechanic, Physical Facilities, \$21.77, DC05, ST7B, 01/02/2016; John O. Nehls, Maintenance Mechanic – Lead, Physical Facilities, \$23.72, DC07, ST03, 12/26/2015; Anthony L. Muhle, Maintenance II, Physical Facilities, \$18.95, DC03, S11B, 01/01/2016; Nicole L. Krentz, Deputy Secretary – Jail, Sheriff's Department, \$20.21, DC03, S14B, 01/12/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

### **HR Director's Report:**

- a) Disciplinary Actions: None.
- b) Grievances and Arbitrations: Eske updated the Committee regarding the uniform allowance grievance with Sworn Union. She stated that the union and Management met as an attempt to resolve the grievance. She also stated that a resolution was not reached.

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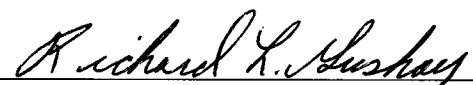

- c) Mielke reported that Capital Lakes Financial recently gave financial presentations to employees regarding the Wisconsin Retirement System. Approximately 70 employees attended the presentations with very positive feedback. Additional presentations are being planned for next spring and fall. Schmidt requested the HR Committee be informed of future presentations so they can attend.

Future Agenda Items: Discussion and Consideration regarding adding the County Administrator Position to the Dodge County Labor Grade structure. Eske stated that Patrick Glynn with Carlson Dettmann will attend the December 15, 2015 committee meeting as well as the January 4, 2015 Executive Committee meeting to discuss positions and market changes.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **December 15, 2015 and January 5, 2016 at 9:00 a.m.**, which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:20 a.m.

 _____ Richard Greshay, Secretary	 _____ Joseph Marsik, Chairperson
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Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.